

STATE OF NORTH CAROLINA Department of Information Technology	REQUEST FOR BEST AND FINAL OFFER NO. ITS-400335 # 1
	Offers will be received until: October 21, 2019
	Issue Date: October 18, 2019
Refer <u>ALL</u> inquiries regarding this BAFO to: Kristen Burnette kristen.burnette@nc.gov 919-754-6678	Commodity Number: 208
	Description: Enterprise Electronic Forms and Digital Signature Capability
	Using Agency: Multiple State Agencies
See page 2 for mailing instructions.	Requisition No.: NA

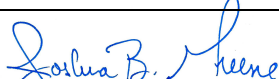
NOTICE TO VENDOR

Offers, subject to the conditions made a part hereof, will be received at this office, 3700 Wake Forest Rd, Raleigh, NC 27609 or kristen.burnette@nc.gov until 5:00pm on the day of opening and then opened, for furnishing and delivering the goods and services as described herein. Refer to page 2 for proper mailing instructions. Bids submitted via facsimile (fax) machine in response to this Best and Final Offer (BAFO) will not be accepted. Bids are subject to rejection unless submitted on this form.

EXECUTION

In compliance with this Request for Best and Final Offer (BAFO), and subject to all the conditions herein, the undersigned offers and agrees to furnish any or all goods and services which are offered, at the prices agreed upon and within the time specified herein. Pursuant to N.C.G.S. §143B-1354 and under penalty of perjury, the undersigned Vendor certifies that this offer has not been arrived at collusively or otherwise in violation of Federal or North Carolina law and this offer is made without prior understanding, agreement, or connection with any firm, corporation, or person submitting an offer for the same commodity, and is in all respects fair and without collusion of fraud.

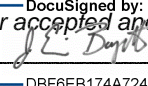
Failure to execute/sign offer prior to submittal shall render offer invalid. Late offers are not acceptable.

OFFEROR: CDW Government LLC		
STREET ADDRESS: 230 N. Milwaukee Avenue	P.O. BOX:	ZIP: 60061
CITY & STATE & ZIP: Vernon Hills, IL	TELEPHONE NUMBER: 847-465-7000	TOLL FREE TEL. NO
PRINT NAME & TITLE OF PERSON SIGNING: Joshua Greene Manager, Contract Negotiations	FAX NUMBER:	
AUTHORIZED SIGNATURE: 	DATE: 10/23/2019	E-MAIL: joshgree@cdw.com

Offer valid for forty-five (45), days from date of offer opening unless otherwise stated here: ___ days

ACCEPTANCE OF OFFER

If the State accepts any or all parts of this offer, an authorized representative of Department of Information Technology shall affix his/her signature to the Vendor's response to this Request for BAFO. The acceptance shall include the response to this BAFO, Adobe Electronic Signature Services (2017v1) as modified by Addendum to Adobe General Terms (2017v1) and PSLT, any provisions and requirements of the original RFP which have not been superseded by this BAFO and the Department of Information Technology Terms and Conditions. These documents shall then constitute the written agreement between the parties. A copy of this acceptance will be forwarded to the successful vendor(s).

FOR STATE USE ONLY	
DocuSigned by: Offer accepted and contract awarded on _____ by  (Authorized representative of Department of Information Technology). DBF6EB174A72411...	10/28/2019 3:44 PM EDT as indicated on attached certification,

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DELIVERY INSTRUCTIONS:

Deliver one (1) signed, executed electronic copy via e-mail. The files must not be password-protected and must be capable of being copied to other media.

SOLICITATION REQUEST FOR BEST AND FINAL OFFER (BAFO)

This request is to acquire a best and final offer from Vendor for **Enterprise eSignature – Digital Signature Capability. Enterprise Electronic Forms will not be awarded on this contract.**

The offer should integrate the previous response to the RFP and any changes listed below. Any individual vendor can receive a different number of requests for BAFOs than other offerors.

NOTE: This bid is still in the evaluation period. During this period and prior to award, possession of the BAFO, original bid response and accompanying information is limited to personnel of the Department of Information Technology (DIT) Statewide IT Procurement Office, and to agencies responsible for participating in the evaluation. Bidders who attempt to gain this privileged information, or to influence the evaluation process (i.e. assist in evaluation) will be in violation of purchasing rules and their offer will not be further evaluated or considered.

SECTION 1.

Additional terms

1. eNotary is NOT included in the Adobe Sign subscriptions.
2. Current integrations can be found at https://helpx.adobe.com/sign/help/reference_guides.html.
Additionally, Adobe Sign can be licensed 2 ways:
 - Transactions. Customer can license annual transaction “buckets” from Adobe on a per order basis. These transaction costs include unlimited users or “deployers” of Adobe Sign workflows. These transactions can be managed through the Adobe Sign console. Users (deployers of workflows) can also be administered through the same console. Each order is either per Transaction or per User. Subsequent orders are not pooled with prior orders; however, agencies under an existing order may amend order to add Transactions or Users respectively and will receive the same discount level as the existing order.
 - User Licenses. User licenses allow the licensed user to deploy 150 transactions per year. If multiple users license Sign under the same agency order, they can “pool” their transactions together and the aggregate may be used among those in the same order for that agency.
3. Adobe will provide a “named” Customer Success Manager for all agencies within North Carolina for transaction count commitments above 50,000 at no additional cost.
4. Level of support on this contract is Adobe Sign Enterprise Support.
5. On page 115 of CDWG’s proposal “\$250 per hour after 20 hours of migration” is retained as modified to read \$260 per hour after 20 hours of migration.
6. Signature delegation is allowed in Adobe Sign.
7. Signers do not need to have an Adobe Sign account. Only senders of the documents are required to have an Adobe Sign account.
8. Adobe Sign is provisioned with as many separate accounts as needed per customer. Customer can be defined per Agency or department within North Carolina; one Agency may have several accounts provisioned, if needed. For clarification, there is one Admin Console and one Administrator per order
9. Digital Certifications used by Adobe (issued by Verisign) to digitally sign completed documents and audit trails documents do not expire and are considered Long Term Validation certificates.
10. The license terms and pricing under this BAFO apply to state and local agencies, as well as educational institutions within the State of North Carolina. However, no existing or alternate pricing or license terms in place or available to state and local agencies or EDU entities may be used or combined under this BAFO.

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SECTION 2.

Tab 8: Copy of Vendor's License and Maintenance Agreements is replaced by the following:
 Adobe General Terms (2017v1) and PSLT – Adobe Electronic Signature Services (2017v1) as modified by
 Addendum to Adobe General Terms (2017v1) and PSLT

SECTION 3

Table 1 shows the revised cost negotiated from Table 3 Complete Cost Offer (Page 61) of solicitation for State and Local Government along with Educational Entities.

Item #	QTY	Unit	Description	Revised Cost
6	2,500	Transaction / year	Package of signatures	\$3.10
7	5,000	Transaction / year	Package of signatures	\$2.60
8	10,000	Transaction / year	Package of signatures	\$2.32
9	20,000	Transaction / year	Package of signatures	\$1.95
10	50,000	Transaction / year	Package of signatures	\$1.39
12	100,000	Transaction / year	Package of signatures	\$1.24
	200,000	Transaction / year	Package of signatures	\$1.10

Table 1

The State encourages the vendor to supply more competitive prices. Table 2 is a list of the remaining items included in Table 3 Complete Cost Offer (Page 61) of solicitation for State and Local Government along with Educational Entities.
 The State encourages the vendor to supply more competitive prices on page 4 of this Request for BAFO.

BAFO COST:

Item #	QTY	Unit	Description	Original Cost	Revised Cost
1	1	Users / year	Named User	\$567.00	\$567.00
2	5	Users / year	Named User	\$567.00	\$567.00
3	25	Users / year	Named User	\$504.00	\$504.00
4	100	Transaction / year	Package of signatures	\$3.68	--

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4	100	Transaction / year	Package of signatures	\$3.68	--
5	500	Transaction / year	Package of signatures	\$3.41	--
11	75,000	Transaction / year	Package of signatures	-	\$1.39
13	Unlimited	Transaction / year	Package of signatures		\$0.84
13.a	500,000	Transaction / year	Package of signatures	\$1.02	\$1.02
13.b	750,000	Transaction / year	Package of signatures		\$1.02
13.c	1,000,000	Transaction / year	Package of signatures	\$0.84	\$0.84

Table 2

Notes:

Item #4, 5: Per Adobe, the minimum number of transactions is 2,500 for a new cost of \$3.10

Item #11: Adobe does not break out 75,000 transactions. The closest QTY is 50,000 transactions for \$1.39

Item #13b: Adobe does not break out 750,000 transactions. The closest QTY is 500,000 transactions for \$1.02

Item #13c: Anything over 1,000,000 transactions will be the same price (\$0.84)